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APPENDIX M**DESK TOP PROCEDURES TO COMPLETE THE UNIQUE PAY STATUS
TRANSACTION REPORT (UPSTR)****A. General**

1. This appendix is intended to serve as a desktop procedure to assist the finance clerk in successfully correcting or maintaining accounts that appear on the UPSTR. Its intent is to guide the disbursing/finance clerk in completing the cyclic management reports. It is not the only way in which some of these conditions can be completed; however, compliance with these guidelines should result in the successful completion of the various conditions.

2. The disbursing/finance officer's receipt of an UPSTR gives the disbursing/finance officer the authority to take any action necessary to correct the member's account (it does not require the solicitation of a NAVMC 11116 from the commanding officer before the disbursing/finance officer makes an adjustment). However, there may be occasions when the commanding officer will need to be involved. All errors/discrepancies must be corrected within 72 hours (3 working days) from the date that they are detected and when completed retain the report for the current plus the past two months.

B. Background. The UPSTR is produced each MCTFS cycle, it will identify those items dealing with a member's pay status. For example, unauthorized absence (UA), in-hands of civilian authorities (IHCA), in-hands of foreign authorities (IHFA), to and from confinement entries (CNFT NJP, AAHA, SCM, SPCM, GCM), appellate leave, and time lost. Formerly, time lost entries appeared on both the ADF, ICR and UPSTR, but due to the fact that the UPSTR provides much more information surrounding the reason for the time lost, it has been removed from the ADF/ICR and now only appears on the UPSTR. The UPSTR provides the finance clerk with an in-depth knowledge of what is occurring with a member's account and shows updates immediately upon the unit reporting the entry. Additionally, even if an item fails to post to MCTFS, the entry will still post to the UPSTR. This allows the disbursing/finance officer to be more pro-active in assisting the commander when potential problems exist with an account. For example, if the commanding officer reports a member to appellate leave and that entry fails, by working the UPSTR, the disbursing/finance officer can immediately change the member's POE to accrue-all-central and advise the administrative unit of the action necessary to correct the appellate leave entry. This reduces the potential of an overpayment at discharge.

NOTE: The accounts that appear on the UPSTR represent the potential for severe overpayment if not monitored carefully.

C. The Disbursing/Finance Officers' Requirement For Working The UPSTR

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To properly monitor the accounts that appear on the UPSTR, the disbursing/finance officer will be required to maintain a suspense file. This suspense file can be in the form of a spreadsheet or an actual pay record being maintained within the finance office. It is recommended that the suspense file be maintained by either the NCOIC/OIC of the pay section or the internal control section of an office.

D. Incidents That Must Be Maintained In The Suspense File

1. To UA/IHCA/desertion/confinement/IHFA/appellate leave.
2. From UA/IHCA/desertion/confinement/IHFA.
3. Time lost.
4. Report of Results of Trial from SJA/LSSS.

E. Managing The Suspense File

1. Appellate Leave. Upon receipt of an UPSTR reporting a member "TO APPL LV" take the following action:

a. Verify if the appellate leave entry posted to MCTFS. When a member is reported to appellate leave, entitlement to pay and allowances should stop. Note, however, that even though the entry appears on the UPSTR, it does not necessarily mean that it posted properly within MCTFS and therefore, it is necessary for the disbursing/finance officer to research this issue.

b. Determine if a payment is scheduled for release after the appellate leave effective date. If so, the disbursing/finance officer must determine if it is a legitimate payment (e.g., is the member entitled to that money even though they are now on appellate leave). If the payment is not legitimate, the disbursing/finance officer should make every effort to recover that payment.

c. If the "TO APPL LV" entry did not post to MCTFS, the disbursing/finance officer must immediately change the members POE code to accrue-all-central. This will eliminate the potential of erroneous payments continuing to post to a member's direct deposit account after they are in an appellate leave status.

d. After the POE code has been changed to accrue-all-central, the disbursing/finance officer should advise the administrative unit via (e-mail or discrepancy notice (DN)) that their entry has failed to post. Additionally, the disbursing/finance officer should try to assist the commanding officer in correcting the error. Typically, the reason that the commanding officer's appellate leave entry fails is due to the incorrect computation of the number of days of leave that the member will have due at discharge when they report the appellate leave entry. For example, a member has a leave balance of 2.0 on January 31, 2001; the member is sent "TO APPL LV" on February 20,

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2001; in this case the member's leave balance at discharge would be 4.0 (2.0 + 2.0 number of days the member can accrue in February) but the administrative unit reports "TO APPL (5.0)." This entry would fail and, unless corrective action is taken, the member's pay and allowances would continue to accrue. This is where a proactive disbursing/finance officer can assist the commander in reducing our out of service debt.

e. Once the account has been terminated (e.g., no pay and allowances are accruing) the record can be discarded.

2. UA/Deserter/IHCA/IHFA Entries

a. Upon receipt of an UPSTR that contains an entry reporting a member "TO" one of the above categories, take the following action:

(1) Open a temporary file and obtain the most current LES via CICS.

(2) Record the information contained on the UPSTR on the LES (to include the cycle number and date). For example:

```
CYCLE #004 DTD 20010105  
TO UA 0730 ED 20010105
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(3) If you are maintaining a suspense file in the form of a spreadsheet, review the member's most recent LES and then record the member's name, rank, social security number, time and date of UA, and the cycle number and date on the spreadsheet.

(4) Review the DD/EFT trace inquiry in CICS to ensure that no monies will be deposited into the member's account. If money is scheduled for deposit, follow the guidelines in chapter 5 of this manual to place a tracer action on the deposit to recover the funds.

(5) Take action to cancel a check if the member actually receives one.

(6) Review the member's account monthly, upon receipt of the LES, if the member remains in one of these categories for an extended period. If you are maintaining an actual file, print the LES and include it in the file. If you are maintaining the account on a spreadsheet, annotate it to show that the LES has been reviewed.

*NOTE 1 When the 60th day of desertion arrives, a member in a deserter status may be removed from the suspense file. Upon return from desertion, the member should once again be placed in the suspense file for appropriate finance officer action.

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*NOTE 2. When a member has been in an IHCA/IHFA status for 6 months and no further action is being taken by the finance officer, the member may be removed from the suspense file. Upon return from an IHCA/IHFA status, the member should once again be placed in the suspense file for appropriate finance officer action.

b. Upon receipt of an UPSTR that is bringing a member "FROM" one of the above categories, take the following action:

(1) Record the information contained on the UPSTR on the most recent LES (to include cycle number and date). For example:

```
CYCLE 007   DTD 20010110
FR UA 1200 ED 20010110"
TL 20010105 TO 20010109 REASON 1
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*(2) Calculate and verify the new PEBD, ECC, and leave balance upon posting of the entry. Verify if the information has posted correctly. If the PEBD, ECC, and leave balance have adjusted properly, remove the file from suspense. If something did not adjust correctly, make the necessary adjustments.

NOTE: When the UPSTR shows a member returning from UA/desertion, etc., and it is determined that something is wrong, (e.g., no time lost was reported or the time lost that was reported with the incorrect dates), a pay advisory (via DN or e-mail) should be sent to the administrative unit. A copy of the pay advisory should be maintained in the member's file until the corrective action has been taken to report the entry properly.

For example, the following entries were reported on an individual:

```
TO UA 0700 ED 20010105
FR UA 1200 ED 20010110
TL 20010105 TO 20010110 REASON 1
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When this time lost entry is reported, it will fail because the date 20010110 is a day of duty, not time lost (the day a member returns from UA/deserter/confinement is always a day of duty regardless of the time they return). This time lost entry should have been:

TL 20010105 TO 20010109 REASON 1

Although the commanding officer will receive an error on their DFR, in an effort to work together and assist the administrators in the proper payment of members, send an advisory notice to the administrative unit to let them know that the time lost entry was erroneous and advise them of the corrective action necessary. If no action is taken by the administrative unit 10 days after the initial advisory notice was sent, send a second advisory notice. If this produces no results, the administrative assistance team should be contacted to assist the unit in taking the corrective action.

c. If spreadsheet is being used as a suspense file, make sure to record the time and date that the member returned from UA/time lost and include the cycle number and date on the spreadsheet. Also, calculate and verify the new PEBD, ECC, and leave balance upon posting the time lost entry and annotate this on the spreadsheet. Upon receipt of the member's next LES, verify that the information posted correctly. If it is necessary to submit a pay advisory because of incorrect reporting, the advisory should be maintained in an electronic file until the corrective action has been taken. All other actions that need to be taken should be consistent with the guidance provided above.

3. Confinees. Upon receipt of an UPSTR that contains an entry reporting a member "TO CNFT", take the following action:

a. Follow the procedures outlined in the section for members that were reported "TO UA" except for paragraphs E.2.a. (4) and (5). It is not necessary to remove a member from DD/EFT or to recover any payments via tracer action.

b. Follow the procedures outlined in the section for members returning "FR UA."

NOTE: It is important to remember that all periods of confinement are NOT time lost. The only periods of confinement that are considered as time lost are those periods of confinement of more than 1 day (24 consecutive

hours) while awaiting trial (if the trial results in conviction) or confinement as the result of a court-martial sentence. The most common error that you will find is when the member was in confinement for a nonjudicial punishment (NJP), or awaiting action of higher

authority (AAHA) and a time lost entry was reported.

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again, if the member was not found guilty at a court-martial, then the time spent in the brig because of an NJP or AAHA is not time lost. And as such, their PEBD, ECC, and leave balance should not be altered.

F. PEBD, ECC, And Leave Balance Adjustments With Time Lost. It is important to remember that the adjustment for the PEBD and ECC for the time lost are not the same. The basic difference is that the PEBD is based on a 30-day accounting formula and the ECC is based on a day-for-day accounting. This means that the 31st day of the month is not considered when adjusting a PEBD. Additionally, in the month of February, consider the 29th and 30th when calculating a PEBD adjustment.

1. Computing A PEBD For Time Lost. When computing the PEBD, it is important to remember that the PEBD is based on a 30-day month. In the following example, the member's period of time lost was from 20001028 through 20001129. Since the PEBD is based on a 30-day month, the actual number of days of time lost is 32: those days in October (October 28 through 30) and 29 days in November (November 1 through 29). Once correct amount of days' time lost is determined, add that number to the original PEBD. In this case, adding in the 32 days results in a new PEBD of 19990826.

Old PEBD	1999 07 24
Number of days Time Lost for PEBD	32 day

New PEBD	1999 08 26

Although, the old PEBD was in July (31-day month), when calculating the PEBD adjustment, do not count the 31st day (the PEBD is based on a 30-day month).

2. Computing An ECC For Time Lost. As previously stated, when counting the number of days of time lost when computing an ECC, count each actual day. Using the same example provided for the PEBD adjustment above, the different way an ECC is computed will be shown. The period of time lost was from 20001028 through 20001129. Since an ECC is based on an actual day-for-day count within a month, the actual number of days of time lost is 33: four days in October (October 28 through 31) and 29 days in November (November 1 through 29). After the correct amount of days of time lost is determined, add that number to the original ECC. In this case, the 33 days results in a new ECC of 20030825.

Old ECC	2003 07 23
Number of days Time Lost for ECC	33 days

New ECC	2003 08 25

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As you can see, the member's old ECC was in July (31-day month) and the 31st day of the month was used in computing the new ECC. Again, the ECC is computed on a day-for-day basis.

3. **Computing A Leave Balance For Time Lost.** A member does not accrue any leave during periods of time lost and leave is computed on a 30 day month. The following example is provided for a member that goes UA from October 28, 2000 through November 30, 2000 resulting in time lost from 20001028 to 20001129:

Members Leave Balance on 20000930		12.0
Leave accrue 10/1-10/31	+	2.5
Nonaccrual 10/28-10/30 (UA)	-	0.5
Leave accrue 11/1-11/30	+	2.5
nonaccrual 11/1-11/29 (UA)	-	2.5
Leave Balance on 20001130 S/BE		14.0

G. **Report Of Results Of Trial (ROTS).** It is imperative that the disbursing/finance officer get on the distribution list of the SJA or LSSS (whichever sections coordinates the distribution of the ROTS). The information in this report lets the disbursing/finance officer know who has been the subject of a General, Special and **Summary** Court-Martial and the sentence that was imposed. By using this information, the disbursing/finance officer **will** monitor those member's accounts and ensure that automatic forfeitures, etc., are reported in a timely manner. The ROTS can be transmitted to the disbursing/finance officer via e-mail (attachment). Upon receipt of the ROTS, the following action should be taken:

1. Review the ROTS for pertinent information, e.g., was there an adjudged forfeiture, does the automatic forfeiture apply, the date when the automatic forfeitures should take effect. **The disbursing/finance officer must closely monitor all delayed forfeitures to prevent future overpayments, etc.**

2. Determine if this member is already listed in the suspense file. If so, include the ROTS in the member's file. If maintaining the ROTS on a spreadsheet, ensure the pertinent information from the ROTS is included in the spreadsheet.

3. If the member was not previously listed in the suspense file, the receipt of this ROTS will require that the administrative unit to report a "TO CNFT" entry since these member will now be confined serving a sentence. Monitor the diary retrieval system to ensure the administrative unit has reported the confinement entry.

4. If automatic forfeitures apply (and the majority of the time they will), make sure that on the 14th day following the court-martial, the automatic forfeitures have been reported. If the automatic forfeiture has not been reported, send an advisory to the administrative unit to advise them of the

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requirement to report the automatic forfeiture in accordance with the ROTS and MCO P1080.40, MCTFSPRIM. (The appropriate TTC for reporting automatic forfeitures is TTC 257.)

5. The member's record should remain in the suspense file until the member has been brought from confinement or transferred to another DSSN/RUC (e.g., member sentenced to long-term confinement).

H. Printing the UPSTR. The UPSTR can be printed using INFOPAC. If you do not have access to INFOPAC you can request it through your TASO. When requesting access to INFOPAC it is important to provide the appropriate Report ID and the report titled as Systems Exception Report (although the report is still titled as Systems Exception Report, the actual information is the UPSTR, i.e., we eliminated the conditions that were no longer viable).

*1. The following lists the Report ID for the various disbursing and finance offices:

<u>REPORT ID</u>	<u>DSSN</u>	<u>Disbursing/Finance Office</u>
T7034PDC	6092	2nd FSSG
T7034PDE	6187	1st FSSG
T7034PDG	5136	Cherry Point
T7034PDH	6796	Miramar
		T7034PDJ 6096 Iwakuni
T7034PDK	6795	K-Bay
T7034PDM	6167	MCSA
T7034PDO	6105	Quantico
		T7034PDQ 5755 MCB Camp
Butler		
T7034PDR	6160	3d FSSG
T7034PDT	6154	Beaufort
T7034PDU	5153	Paris Island
T7034PDV	6798	San Diego
T7034PDW	6816	29 Palms
T7034PDX	6168	Yuma

2. The user will access the report in the following manner:

Step 1. Access INFOPAC.

Step 2. The first screen is the "viewing menu." Place the cursor on the report/topic id and enter the appropriate report topic id for your office (see list above). Use the <TAB> key to bypass the version and section fields, then reply "YES" to the three fields titled: display list of reports/topics,

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display list of versions, and display section index. Press the <ENTER> key, and the "Reports" screen will be displayed.

Step 3. On the "Reports" screen, the cursor will appear in the Option column, next to your Report ID. If the cursor is not next to your Report ID use the <TAB> or <ARROW> keys to move the cursor to appropriate line). Type the letter "X," then press the <ENTER> key. A screen titled "Report Versions" will then be displayed.

Step 4. On the "Report Versions" screen the date, time, devise, and status of report versions, will be listed in descending order from the most recent to the oldest on file. These report versions represent actual cycles that have processed. Type the letter "X" in the option area adjacent to the date (cycle) that you want to print, then press the <ENTER> key. A screen titled "Report Section Index" will then be displayed.

Step 5. Fields titled Option, Section, Pages, and Description will be displayed below the "Report Section Index" title. Type an "X" in the option area, then press the <ENTER> key.

Step 6. "Start Of Report Pages," followed by a blank screen, will then be displayed. Press the <F8> key (page down) to move the cursor to the actual UPSTR report. Beneath the UPSTR report titles are the unit diary transactions that require your immediate attention.

Step 7. Print the report in one of two different ways: (1) display each individual page of the report using the <F8> key to view the subsequent pages and use your <Print Screen> command to print the information, or (2) press the <F2> key. This will cause the "Printing Menu" to appear. Use the <TAB> or <ARROW> keys to move the cursor next to the printer field and type the letter "o" (as in oscar). The cursor will move to the online printer ID field. Enter the mainframe printer ID and then press the <ENTER> key twice. The message "Print Request Is Submitted" will appear at the top of the screen. Press the <F3> key to return to previous screens/menus.

3. To print older reports (shown on the Report Versions screen by a status of "Recall Required"), type the letter "X" in the option area next to the appropriate date, then press the <ENTER> key. Eventually the status will change to "Available." Once it does change, the report can be accessed and printed, as described above.

4. If you have been unable to print the report, it will be necessary to print every date (cycle) listed since the implementation of software release 2-01 (since 20011017) to ensure the suspense file is maintained properly. Once this has been done, it will only be necessary to access the first option date each time.

5. To navigate within INFOPAC, keep in mind the following instructions:

F8 = PAGE DOWN

F7 = PAGE UP

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F11 = MOVE TO THE RIGHT

F10 = MOVE TO THE LEFT

F3 = RETURN TO PREVIOUS SCREEN (REPORT SECTION INDEX)

F2 = PRINT